

Effective Date Statewide: 12/05	Revision Date
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TRANSACTION REVERSAL

Description:

Use this screen if a payment is entered in error, or returned check for Non-Sufficient Funds (NSF).

Reference:

Accounting Manual

Overview:

Use this screen to locate the transaction to be reversed. Search by Journal and Transaction Number, Case Number or Name. Once a transaction has been reversed, it cannot be reversed again. The payment must be re-entered through the cashiering screen. Only a clerk with Accounting Reconciliation right may assigned themselves to a journal.

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Procedure/Computer Entry

1. From the Primary menu screen, select **Cashiering!**

Primary Menu debrajoo

Exit Case Party Cashiering! Accounting Maintenance Information Print/Index! Lock Help

3RD DISTRICT COURT - SALT LAKE

Case Information

Case	Case Type	Last Name	First Name
	All		
Citation	Social Security	Birth Date	Party
			All
Reference	Judge	Commissioner	Filing Date

Change to Party

☐ Use 'Sounds Like' Search

Version Date: 10/18/2004

Clear Find Redo Previous Find

2. Type **Password**, select **Continue**.

User Verification

Login Name: debrajoo

Password:

Continue Exit

Num Lock

3. Select **J**ournal > **T**ransaction Reversal.

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Payments		maurien		2005001		<input type="button" value="Print"/> <input type="button" value="Exit"/>	
<div style="display: flex; justify-content: space-between; padding: 2px;"> Filings Links History Toolbox Warnings Journal Cash Count! Print Index! </div>							
Case Number	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; padding: 2px;"> Duplicate Receipt Shift+F11 Transaction Display Alt+F11 Transaction Reversal Journal Search Transfers Cashiering Reports ▶ </div>		<input type="text"/>	<input type="button" value="Find"/>	
Last Name	<input type="text"/>				<input type="text"/>		
Payor	<input type="text"/>				<input type="text"/>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Payment Options <input type="checkbox"/> Trust \$ <input type="text"/> <input type="checkbox"/> Civil Fee \$ <input type="text"/> <input type="checkbox"/> Fine/Forfeiture \$ <input type="text"/> <input type="checkbox"/> Miscellaneous \$ <input type="text"/> <input type="checkbox"/> Time Pay \$ <input type="text"/> </div> <div style="width: 45%;"> <input type="checkbox"/> Cash Bond Bonds Open \$ <input type="text"/> <input type="checkbox"/> Cash Bail Bail Open \$ <input type="text"/> <input type="checkbox"/> Trust without a Case <input type="checkbox"/> Mail Payment <div style="text-align: right;">Amount to be Paid \$ <input type="text"/></div> </div> </div>							
Tender Options <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Cash \$ <input type="text"/> Check \$ <input type="text"/> Credit \$ <input type="text"/> Credit Card \$ <input type="text"/> </div> <div style="width: 45%;"> <input type="checkbox"/> Add Note <input type="checkbox"/> Send Receipt to Printer <input type="checkbox"/> View Receipt <div style="display: flex; justify-content: space-between;"> <div> Number <input type="text"/> Number <input type="text"/> Authorization <input type="text"/> </div> <div> Type <input type="text"/> Type <input type="text"/> Expiration Date <input type="text"/> </div> </div> </div> </div>							
<div style="display: flex; justify-content: space-around; padding: 5px;"> <input type="button" value="Clear"/> <input type="button" value="Undo"/> <input type="button" value="Payor"/> <input type="button" value="Non Cash Bond"/> <input type="button" value="Dispose Bail/Bond"/> <input type="button" value="A/R"/> <input type="button" value="Enter"/> <input type="button" value="Exit"/> </div>							
<input checked="" type="checkbox"/> Clear Case After Transaction							

4. Enter Case Number or Name or Journal and Transaction numbers. Select **Find**.

Transaction Reversal		2005001	
Case Number	<input type="text"/>	<input type="text"/>	<input type="button" value="Find"/>
Last Name	<input type="text"/>	First Name	<input type="text"/>
Journal Number	<input type="text"/>	Transaction Number	<input type="text"/>

Receipt Number	Transaction Amount	Transaction Date/Time	Payor	Transaction Description	Tender Type

5. Select the transaction to be reversed. Highlight the transaction to display

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and select **Transaction Detail**.

To insure the correct transaction is being reversed, view the transaction detail prior to reversal. If the transaction is going to be re-entered, note the following: Payor, Payment type, Check number and Type, Amount or Credit Card information.

Transaction Reversal 2005001

Case Number: 045002306 Misdemeanor DUI Find

Last Name: DUCK First Name: DONALD

Journal Number: Transaction Number:

Receipt Number	Transaction Amount	Transaction Date/Time	Payor	Transaction Description	Tender Type
20050010091	300.00	02/07/05 10:27	DUCK, DONALD	Fine Payment	check

Clear Transaction Detail Reverse Transaction Exit

6. Select **Reversal Type**, Regular.

Non-Sufficient Funds (NSF) Reversals should only be completed by Authorized Personnel. If NSF, verify the NSF fee applies; if not, unselect the box. See NSF procedure.

The reason entered needs to accurately explain why the receipt was voided. The reason entered must demonstrate to others reviewing the accounting records that the void receipt was valid and the monies accounted for properly.

Transaction Reversal Detail mauriem

Transaction ID: 20050090128 Reversal will post to Journal 2005009

Reversal Type: Regular Reversal

Reason:

☐ Use Free-Form Reason

Verification Required

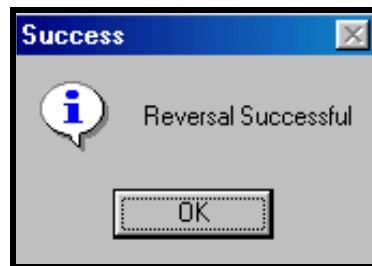
Supervisor: paulab Password: Approved

Enter Exit

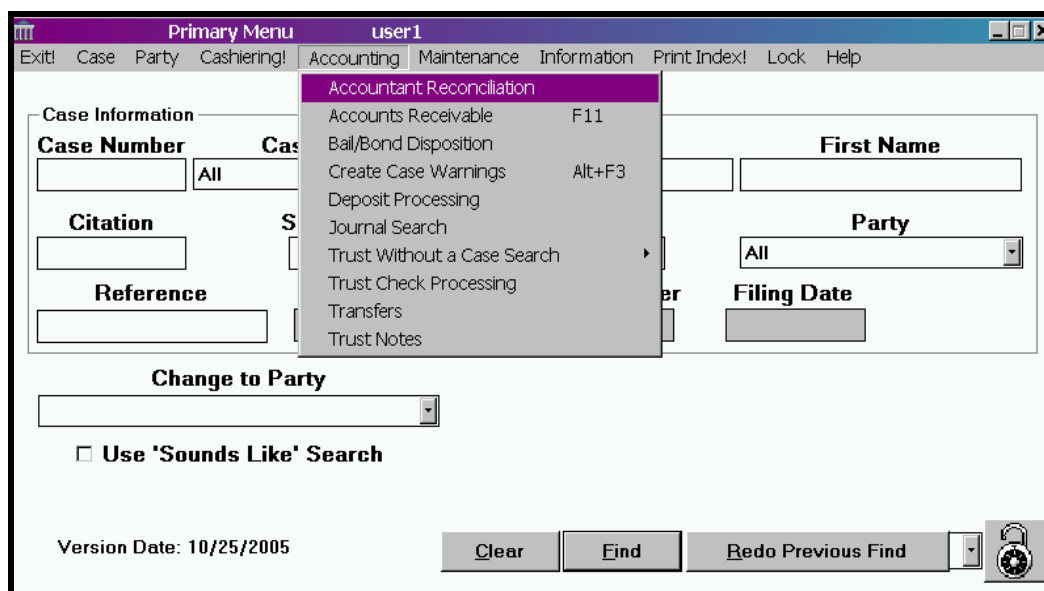
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All district courts should use the CORIS supervisor approval option. The clerk performing the reversal shall complete the reversal screen, including the reason for the reversal, prior to obtaining supervisor approval for the reversal.

7. Select the **Use Free-Form Reason** and type the reason for reversal. Provide as much information as possible.
8. A supervisor with permission to reverse transactions must select name from drop down box, enter password and select **Approved**.
9. Select **Enter**. A message will appear stating the reversal was successful.



10. Select **Exit** to return to the **Cashiering Screen**. If necessary, re-enter transaction at this time.
11. If a clerk with Accounting Reconciliation rights needs to assign themselves to a journal, follow these steps.
 - A. Accounting > Accountant Reconciliation

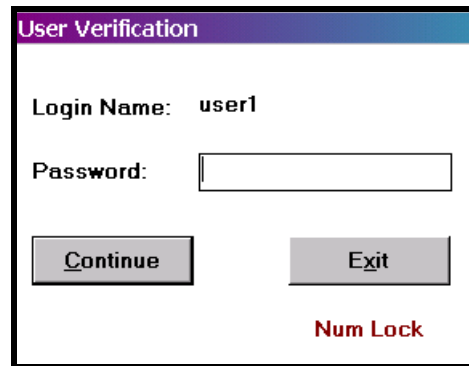


B.

User

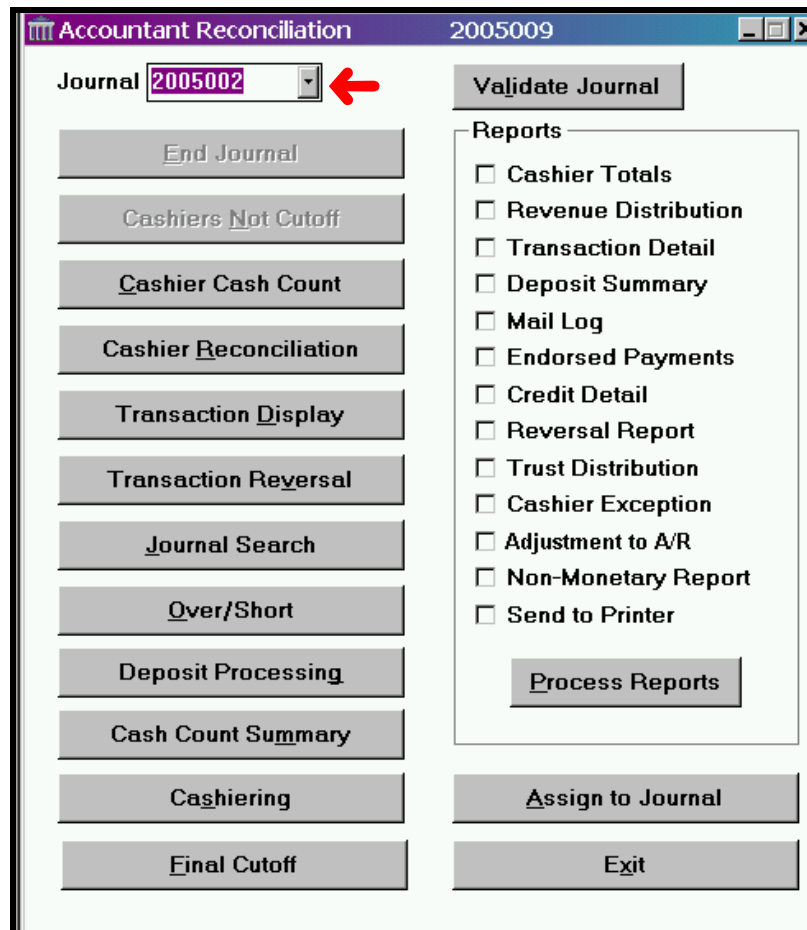
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Verification will appear.



A dialog box titled "User Verification" with a purple header. It contains a "Login Name:" label followed by the text "user1". Below it is a "Password:" label followed by an empty text input field. At the bottom, there are two buttons: "Continue" and "Exit". Below the buttons, the text "Num Lock" is displayed in red.

- C. The Accountant Reconciliation screen will appear.

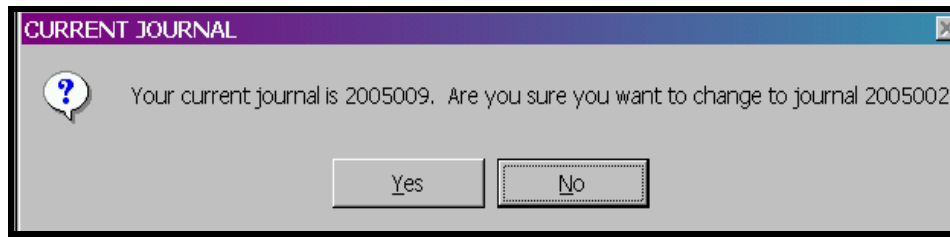


A screenshot of the "Accountant Reconciliation" window. The title bar shows "Accountant Reconciliation" and "2005009". The "Journal" dropdown menu is set to "2005002", with a red arrow pointing to it. To the right of the dropdown is a "Validate Journal" button. Below the dropdown is a list of buttons: "End Journal", "Cashiers Not Cutoff", "Cashier Cash Count", "Cashier Reconciliation", "Transaction Display", "Transaction Reversal", "Journal Search", "Over/Short", "Deposit Processing", "Cash Count Summary", "Cashiering", and "Final Cutoff". On the right side, there is a "Reports" section with a list of checkboxes: "Cashier Totals", "Revenue Distribution", "Transaction Detail", "Deposit Summary", "Mail Log", "Endorsed Payments", "Credit Detail", "Reversal Report", "Trust Distribution", "Cashier Exception", "Adjustment to A/R", "Non-Monetary Report", and "Send to Printer". Below the checkboxes is a "Process Reports" button. At the bottom right, there are two buttons: "Assign to Journal" and "Exit".

- D. Make sure the correct journal is displayed at the top of the screen. Then select **Assign to Journal**.

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E. This screen will appear. Select **Yes**.



F. The clerk is now on the current journal.